1.A	1	TINIT	TED STATES DISTRICT COURT
,			
	2	FOR TH	HE DISTRICT OF SOUTH CAROLINA
	3		FLORENCE DIVISION
	4	CHEDYI II DOMET	· <sub>T</sub>
	5	CHERYL H. POWEI	
	6	Plaintiff,	
•	7	VS	Case No.: 4:08-cv-2482-RBH-TER
	8	NAN YA PLASTICS	S AMERICA,
		Defendant.	
	9	DE	POSITION
	10	WITNESS:	ERIC STEVENSON
	11	DATE:	
	12		Thursday, April 16, 2009
	13	TIME:	11:41 a.m.
	14	LOCATION:	Law Offices of Cromer & Mabry
	15		300 Candi Lane
			Columbia, South Carolina
	16	TAKEN BY:	Attorneys for the Plaintiff
	17	REPORTED BY:	GINA M. SMITH Certified Shorthand Reporter
	18		Registered Professional Reporter
	19		
	20		
	21		
	22		
	23		
er egt		G	ina M. Smith, CSR, RPR
138	24	1	l17 Harmon Creek Court Lexington, SC 29072
	25		803-359-5705

1	want to speak with her.
2	She came up. She said she wasn't
3	comfortable speaking to myself and Mr. Christian
4	Mann and that she wanted to have one other person,
5	Ms. Annie Tsai, join us. That's T-S-A-I. So I
6	asked Annie to join us, and I at that time, I
7	asked Ms. Powell to tell me about her concerns, and
8	she did.
9	Q. Was the conversation recorded with a
10	machine?
11	A. No.
12	Q. You did take notes?
13	A. Yes.
14	Q. If you would look at Bates stamp page 45
15	of Exhibit 2, and it goes over to 47. I've asked
16	that you it's three pages. I'm going to ask you
17	about a little bit on each page.
18	And first I'm going to ask you who
19	prepared this document, which is a three-page
20	document beginning at Bates stamp 45, goes through
21	47? It's titled memo of record, re Cheryl Powell.
22	Looks like it's February 22, '07.
23	A. That would have been prepared in part by
24	Mr. Christian Mann. Probably he did the
25	preparatory work and then I would have taken it and

1	A. I think it would be more in light of
2	the question that you're asking, it would be a more
3	appropriate statement if I had written it in light
4	of the fact that she had given her manager a
5	catalog.
6	Simply selling sex toys if I'm going to
7	look at the average people as I see it, as I think
8	that most people would see it, it's just something
9	that they would look at, but again, not as a
10	primary factor or even a very weighty factor, but
11	certainly it was one of the factors, yes.
12	Q. Did Mr. Page come to you after the
13	incident where he said that Ms. Powell was
14	insubordinate to him in the room with Brandy and
15	Ronnie Cox?
16	A. Mr. Page did come and speak with me, yes.
17	Q. To your knowledge, were you do you
18	believe you were the first person he spoke with
19	about it after it occurred?
20	A. That I don't know.
21	Q. Well, tell me what you recall him saying
22	to you.
23	A. He related that he walked into the POY II
24	field office and saw Ms. Powell and Mr. Cox at
25	Brandy Morris' desk, that they were talking, and he

told h	ıer t	to go	back	to	work	and	she	becar	ne ve	ery
argume	entat	cive,	beca	me v	ery 1	loud,	tha	at he	was	just
trying	g to	get 1	her t	o go	back	c to	work	Σ.		

2.1

And then the conversation continued in the office about two different issues. One was that she had given him some incorrect paperwork. You have two different sections that she provides the service for, and she had given him somebody else's paperwork to sign. And he told her this isn't mine, and she argued with him about that. And then when he said that he would be signing her attendance record and her evaluation, she was arguing with him about that. So those are the things that he related to me had happened.

- Q. And as a result of that, what action, if any, did you take?
- A. I subsequently spoke to the director of the quality control department, Mr. Bruce Chen. In our conversation, you know -- I can't honestly say at this time whether I spoke to Mr. Jimmy Liu, who happened to be in the office at the time, or whether Bruce Chen had spoken to Mr. Jimmy Liu. But I knew that Jimmy Liu was there and had made the statement that it seemed very odd, why would she be talking to her boss like that.

1	there's nothing you can do about it. We invited
2	Ms. Powell to come up, and it was shortly before
3	lunch by the time that this had happened.
4	She began arguing about the fact that she
5	had papers that she wanted to pick up from POY II
6	field office, which wasn't really relevant at all.
7	Even if she was waiting for papers, her boss told
8	her to go back and she continued to argue.
9	And it's not just the arguing, it was the
10	insubordinate manner in which it was done. That
11	coupled with the fact that she had just been
12	written up, she had been disciplined a couple of
13	times here recently over the past few months, and
14	the overall performance history that she had
15	confirmed the decision that we had to terminate
16	her.
17	Q. My question was: Did you interview
18	Ms. Powell before the decision to terminate her was
19	made?
20	A. No. When we had made our initial
21	assessment that this warrants termination, it was
22	based on the information given to us by Mr. Steve
23	Page and Mr. Jim Liu, who is a director project
24	director, I think his title is, working in the

25

plant manager's office. So he didn't work in the

Memo of Record Re: Cheryl Powell





Ms. Powell gave us the following account: I cannot remember any of the specific comments made by various individuals but they said things like, "in order to get a promotion, you have to get on your knees." If someone asks where a person is, they might say, "go look under his supervisor's desk." These comments happen on a regular basis. I do not believe that Mr. Trammel knows about the comments because he typically stays in the QC I office. These comments were not directed at me. The comments have been made by Travis Hyman, Steve Page, Brent Cutright, Bob Parsons (Automation – Supervisor), Devin Baxley (Automation – Assistant Supervisor), Chris Chapman (QC Supervisor no longer with the Company) and Keith Seal (QC Supervisor no longer with the Company). The comments did make me feel uncomfortable at first, but I have gotten used to them. It is just their way of talking. I would join in and laugh when the comments were made.

I did not mention my concerns to any of the members of management because I did not feel that I could talk to them about it. I did not report any of the comments to Personnel. I requested a transfer in the past because I felt uncomfortable and I do not want to be in that atmosphere. If the atmosphere improves, I will feel comfortable remaining in QC. I do not think that this constitutes sexual harassment, I just think it is unprofessional. When you talk to them, ask them to set an example of how an office environment should be, especially with a lady present.

We told her that we would look into it and get back to her.

Mr. Page confirmed that he could clearly remember when he and some others were engaged in some light banter that a certain coworker could be found under his supervisor's desk trying to get a promotion. He said that Ms. Powell got up from her desk and came over to the group and eagerly participated in the conversation.

We spoke to the others who were mentioned and asked them to make sure that they comported themselves in a professional manner. All of them averred that they did not mean to cause anyone to feel uncomfortable and that they would make sure they refrained from making unprofessional comments in the future.

On Tuesday, February 27, Ms. Powell and a mechanical technician used the company golf cart to go off to the edge of the woods to eat lunch. Because of a problem last year with people stealing company property, it raised some questions about what they were using the golf cart for. (There are suspicions that people used golf carts to throw things over the fence to be retrieved later.)

Mr. Steve Page called me on Wednesday, February 28, and informed me that Ms. Powell was five minutes late coming back from lunch. It was agreed that Ms. Powell should be subject to further disciplinary action.

Ms. Powell called me shortly later and asked me a series of questions. She asked about the minimum number of minutes that could be applied for when claiming overtime. I told her six minutes was one-tenth of an hour. She asked about our cell phone policy. I recited Rule # 47 from the Employee Handbook, "Bringing unauthorized reading material or electronic devices onto the plant site is prohibited; this includes, but is not limited to, pagers, cell phones..."

She proceeded to tell me that she was concerned because of rumors being spread about her having lunch out in the woods. After I explained the concerns that came up last year after someone was stealing company material she said that she understood why it looked bad. I told her that the golf carts were to be used for company business not for

Page 2 of 3

Confidential Attorney Client Privilege Christian J. Mann & Eric Stevenson

## NAN YA PLASTICS CORPORATION, AMERICA, SOUTH CAROLINA PLANT

### EMPLOYEE

### HANDBOOK

THIS HANDBOOK IS NOT A CONTRACT, DOES NOT CHANGE ANY AT-WILL EMPLOYMENT RELATIONSHIP AND IS SUBJECT TO THE FULL DISCLAIMER ON PAGE 2.

Employee Signature

## IMPORTANT NOTICE/DISCLAIMER



WHILE IT IS THE GOAL OF
NAN YA PLASTICS CORPORATION, AMERICA, SOUTH
CAROLINA PLANT, (HEREAFTER REFERRED TO AS "THE
COMPANY"), TO PROVIDE
BENEFICIAL EMPLOYEE

GUIDELINES, THE COMPANY'S EMPLOYEE HANDBOOK IS DEPENDENT ON ECONOMIC AND OTHER CIRCUMSTANCES THAT CANNOT BE GUARANTEED.

THIS HANDBOOK SUPERCEDES ANY PREVIOUS HANDBOOK. THESE GUIDELINES
ARE ADVISORY IN NATURE, CREATE NO
CONTRACTUAL OBLIGATIONS ON THE PART
OF THE COMPANY OR YOU, AND DO NOT ALTER THE AT-WILL RELATIONSHIP. THIS
MEANS THAT YOU AND THE COMPANY HAVE
THE RIGHT TO END THE EMPLOYMENT RELATIONSHIP AT ANY TIME AND FOR ANY
REASON.

NO STATEMENT BY ANY EMPLOYEE, OF-FICER, OR AGENT OF THE COMPANY CON-TRARY TO THIS PARAGRAPH OR THIS HAND- 2 CONTENTS SUBJECT TO DISCLAIMER FOUND ON PAGES 2-3. NPCA, SC

### EMPLOYEE HANDBOOK

BOOK SHALL HAVE ANY FORCE AND EFFECT UNLESS IT IS IN WRITING AND SIGNED BY THE PLANT MANAGER AND THE PERSONNEL MANAGER. NEITHER THIS HANDBOOK, NOR ANY COMBINED, SHOULD IN ANY WAY BE CONSTRUED AS AN EMPLOYMENT CONTRACT OR INTERPRETED AS A GUARANTEE OF INITIAL OR CONTINUED EMPLOYMENT. THE COMPANY RESERVES THE RIGHT TO AMEND, ALTER, OR MAKE EXCEPTIONS TO OR CHANGE POLICIES, PRACTICES, PROCEDURES, OR THIS HANDBOOK WITH OR WITHOUT NOTICE OR REVISION, BASED ON CHANGES IN THE BUSINESS ENVIRONMENT AND THE EVOLVING NEEDS OF THE COMPANY.

Printed Name and Employee ID Number

Employee Signature and Date

## EMPLOYEE HANDBOOK

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# NAN YA PLASTICS CORP., AMERICA, SOUTH CAROLINA

#### WELCOME



Welcome to Nan Ya Plastics. Our success is best explained by our reputation for producing high quality polyester products at competitive prices.

Because our future depends upon

profit, production must be handled as economically as possible, while still adhering to strict safety guidelines. Capable and dependable employees like you make this possible.

Everyone is expected to fully apply themselves to their work and cooperate with supervisors and co-workers. The success of our organization is dependent upon all of us working together as a team. Your Supervisor, the Company, and the team of people you work with are dedicated to giving you the support necessary for you to be successful.

This handbook is for your general information; it cannot and does not cover all situations. If you have any questions, please do not hesitate to ask for help. Your Supervisor, Management, Personnel, Safety, and the Plant

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### EMPLOYEE HANDBOOK

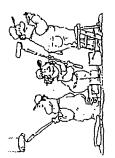
Manager's Office are ready to assist you. Again, welcome to the Nan Ya family. We hope you enjoy your career with the Company.



### QUALITY POLICY

Nan Ya Plastics is committed to a quality management system that ensures total quality control over and continuous improvement of our products and product support. Management will provide quality objectives and resources needed to accomplish the tasks. With customer communication and review of objectives, our goal is to continually and efficiently provide the customer with the requested products and support at the highest level of quality.

10 "S" MANAGEMENT



some simple principles called 10 The Company has adopted "S" to help us operate in a competitive fashion.

Seiri/Sort - Separate items as necessary and unnecessary, and eliminate the unnecessary.

Seiton/Systematize - Label the item and where it shoule be placed, including quantity. તં

Seiso/Shine - Assign areas for cleaning responsibilities, then keep things clean inside and outside. ώ.

Seiketsu/Sustain - Continue to find the roots of the problems to make the process easier. 4.

Shitsuke/Self-Discipline - Make the process a natural habit (Supercades previous copies). Revised October, 2004

Safety - Achieve the goal of zero injuries and zero accidents. Speed - Develop efficiency through expertise and teamwork without sacrificing safety, Specialty - Produce high quality goods at an economical price while delivering excellent customer service. Service - Focus on anticipating and filling the needs of our customers internally and externally.

value and reduce our costs in large and small ways at Savings - Diligently search for ways to enhance our every level of the organization. 20.

#### SAFETY

Your health and safety are important to you and your family. We also want you to be safe. We are committed to providing a safe place for you to work and safe equipment for you to work with.

All employees are required to follow Company safety rules and safe work practices. Safety is not a one-person job; employees are expected to do their part in preventing accidents. Be Alert, Ask Questions; Use Common Sense; and most important, Think Before Acting.

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### EMPLOYEE HANDBOOK

unorder to provide a safe place for employees to work, it takes a concerted effort on the part of both the Company and all employees. Your Employee Handbook of Safety Rules and Procedures, issued during orientation, contains important information that will help to keep you safe on the job. When issued Personal Protective Equipment, (PPE), be sure you know its purpose and have been instructed in its safe use and care. It is your responsibility to use and maintain this equipment properly.

You should report any unsafe action and/or condition to your Supervisor and/or the Safety Department immediately. All incidents, accidents, and injuries, regardless of severity and whether or not medical attention is required, must be reported to your Immediate Supervisor and/or the Safety Department before leaving the plant site.

(Supercedes previous copies). Revised October, 2004

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## EQUAL EMPLOYMENT OPPORTUNITY



It is the goal of the Cornpany to eliminate discrimination or harassment against any employee or applicant based on race, color, religion, sex, national cugin, age or disability.

### DISCRIMINATION AND HARASSMENT

Discrimination and harassment, including racial, national origin, religious, disability, age and sexual harassment, are strictly prohibited.

Sexual harassment may consist of sexual advances, requests for sexual favors and/or other verbal or physical conduct of a sexual nature that a reasonable individual would find to be coercive or offensive. This prohibition against sexual harassment applies equally to co-workers and supervisory personnel.

We expect all employees to conduct themselves professionally, and to treat others with respect and dignity. Mutual respect fosters the teamwork that is essential to our success in a competitive market.

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### EMPLOYEE HANDBOOK

If you feel you are subject to discrimination or harassment, you should take proactive steps to eliminate or minimize the situation by telling the other person that the conduct is unwelcome and asking the other person to stop. You should also try to avoid the situation as much as possible and promptly report the situation as warranted.

Employee complaints about harassment should be made to the Personnel Manager or to the Plant Manager. All such complaints should receive the immediate attention of the individual receiving them. If an investigation reveals that the complaint is valid, appropriate action will be taken. No employee will be retaliated against for reporting good faith concerns.

Due to the sensitive nature of harassment, all complaints will be investigated with particular care and will remain, to the extent possible, confidential.

### **BUSINESS ETHICS**

avoid situations that are compromising or that may lead Our reputation depends upon maintaining high stanto a conflict of interest, even to the extent of avoiding the appearance of a conflict of interest. The Business Employees at every level should operate lawfully and dards of conduct in all of our business transactions. Ethics Policy is the guiding docu-

ment in this area. Any concerns or cuestions may be directed to Personnel or the Plant Manager's Office.



#### TEAMWORK



work with others on your team or rules we learned as children: share, take turns, play nice etc. As you Teamwork is essential to the mon courtesy starts with all the interact with employees from success of the Company.

### EMPLOYEE HANDBOOK

he Nan Ya team and that team pride is demonstrated by We hope that all employees enjoy being on keeping work areas, break areas and facilities clean and different areas, always remember that we are all on the same team.



#### **ACTIVITIES**

you would like to serve on the Committee or volunteer to activities each year such as picnics, sports, parties, etc. If help with events that interest you, please contact a mem-The Company recognizes that employees need worklife balance. The Activities Committee sponsors several ber of the Activities Committee.

(Supercedes previous copies).

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### PAY PROCEDURE



rates of pay that are considered to be The Company has established checks are issued from Personnel competitive to the area. Payroll

every two weeks for hourly employees and twice a month (2) workweeks, (a workweek begins Sunday at 8:00 A.M. employees is Thursday; this will cover the previous two for salaried employees. The regular payday for hourly and ends the following Sunday at 8:00 A.M.).

cation to Personnel in writing if you want another person or Depar-ment representative. You may give prior notifi-Checks will only be issued to the individual employee to pick up your check. Proper identification must be given.

sonnel by completing and submitting a Wage Reconciliation form as soon as possible. The error will typically be Should an error occur on your paycheck, noutly Percorrected on the next scheduled paycheck.

### EMPLOYEE HANDBOOK

### DIRECT DEPOSIT

their pay electronically deposited into the financial institution of their choice. This provides employees with greater security wishing to take advantage of this great pay option benefits the Company and Employees are encouraged to have and added convenience. Employees benefit should forward a completed enrollment form to Personnel.



## PAYROLL DEDUCTIONS

state taxes are standard deductions withheld from each employee's paycheck. Other deductions require at least Social Security & Medicare (FICA), and federal and

Internal Revenue Service. If money is unless so ordered by the courts or the owed to the Company, the Company the passive consent of the employee may withhold that amount from the employee's paycheck.



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#### BENEFITS



The Company provides a generous benefit package for all regular, full-time employees. A brief list of some of the benefits that we provide as of the date this book was printed include Family Medical & Dental Insurance, 401 (k) Plan, Pension Plan,

Short-Term and Long-Term Disability, Life Insurance, Holidays, Vacation, Funeral Leave, and Jury Leave.

The terms and conditions of any benefit are subject to change. The terms of the 401 (k) Plan and the Pension Plan may be found in the respective Summary Plan Descriptions. The terms of the Medical, Dental, Life, and Long-Term Disability Insurance Plans may be found in the policies promulgated by the respective insurance companies. The terms of other benefits including Short-Term Disability, Holidays, Vacation, Funeral Leave, and Jury Leave are governed by Company policy.

The Company reserves the right to unilaterally modify, terminate, change, or otherwise alter employee benefits as it, in its sole discretion, deems necessary.

### EMPLOYEE HANDBOOK

#### HOLIDAYS

The Company provides paid holidays to all regular, full-time employees in accordance with the schedule that is issued each year. Employees should work the full scheduled workday before and after the holiday, as well as the actual holiday if



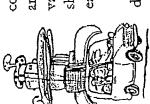
scheduled to work on the holiday. Missing time before, after, or on the holiday may result in a loss of holiday allowance.

Holidays falling on a Saturday are normally observed on the preceding Friday and those falling on a Sunday are normally observed on the following Monday for administrative employees. The holiday will generally be observed on the actual day on which it falls for those employees working a rotating shift.

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#### VACATION



racation, and all scheduled vacation time ary period before being eligible for paid complete their three-month probation-New employees must satisfactorily should be taken by December 31 of each calendar year.

scheduled in advance. Usually in the first departments are met, vacation should be To ensure the operating needs of week of December, vacation will be

sor and Manager must approve vacation. Where conflicts scheduled for the following year. The immediate Supervioccur, the Department may consider granting preference If a conflict occurs when rescheduling vacation time, the vacation scheduled first normally to the employee having more seniority. After vacation schedules are set they can be changed with proper ap-Company's operating schedule or of someone else's proval, but it should not be at the expense of the scheduled vacation. takes precedence.

### EMPLOYEE HANDBOOK

should promptly reschedule vacation for another available erred to a different area, the employee should coordinate If an employee does not take scheduled vacation as day during the calendar year. If an employee is transvacation plans with the management in the new area approved in the original vacation plan, the employee



### MILITARY LEAVE

their military orders to their supervisor or to Personnel on advance as possible of any scheduled leave and to present Employees taking military The Company supports employees who serve in the receipt. The Company will grant military leave in strict leave are requested to notify their supervisors as far in accordance with federal and state law. United States Armed Forces.

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### FUNERAL LEAVE



employee's grandchildren, grandparents, mitted to ensure timely reimbursement work, proper paperwork must be suband eight hours leave with pay for the sisters, father-in-law or mother-in-law prothers and sisters. Upon return to parents, spouse, children, brothers or Regular full-time employees will be death of the spouse's grandparents, given twenty-four working hours of leave with pay for the death of the

for days missed.

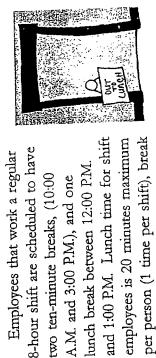
#### JURY DUTY

To help employees avoid a monetary loss when meeting their civic obligations, regular, full-time employees will

attention of management as soon year). If employees are called for be paid their normal base wages oury duty, it is their responsibility (maximum two weeks paid per to bring their summons to the ess any jury duty pay received,







two ten-minute breaks, (10:00 A.M. and 3:00 P.M.), and one

work station when the employee is on break. Shift employees are not allowed to leave the plant during breaks. person (2 times per shift); a relief will be needed at the Any deviation from the normal break schedule will be based on the needs of the Company and must be approved in advance by the immediate supervisor. time is 10 minutes maximum per

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as possible.

EMPLOYEE HANDBOOK

easonably return to work for at least one hour before the

If an employee is released from jury duty and can

the rest of the shift. Documentation should be submit-

shift ends, then that employee should return and work

ted to the Personnel office as soon as possible showing

proof of time served as a juror and amount paid.

BREAK AND LUNCH PERIODS

### ATTENDANCE



Regular attendance is important to our overall operation. When an employee is late or absent, it is costly to the Company and inconvenient for covortkers.

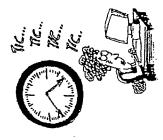
You are expected to report to your workstation on time each scheduled day of work including scheduled overtime. Should a situation arise where you cannot report as required, you are responsible for notifying your Supervisor as soon as possible, no later than one hour before your scheduled reporting time. Therefore, it is critical that you have and maintain the correct contact numbers for your Supervisor and work area. It is your responsibility to contact your Supervisor directly anytime you will miss work.

The Company has not chosen to adopt a point system for absenteeism; rather, each individual's situation will be reviewed to determine if absenteeism or tardiness is excessive. If an employee misses more than 56 hours of sick and/or personal leave, Personnel will conduct an administrative review with the department. This review is not disciplinary in nature, nor does it indicate an employee's entitlement to 56 hours of absenteeism. It is merely an administrative procedure.

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### EMPLOYEE HANDBOOK

Should employees fail to maintain satisfactory attendance, the value of their service could be diminished and they may be subject to corrective action, up to and including, termination.



### HOURS OF WORK

This facility is a continuous operation that runs 24 hours a day, seven days a week. Employees scheduled to work in the production area are generally required to work 12-hour rotating shifts, while administrative employees are generally required to work 8 hours per day, Monesa through Friday. Your supervisor will discuss work day through Friday. Your supervisor will discuss work schedules, as they pertain to you, in detail. Employees working in the production area are responsible for remaining on the job, in their respective areas, until proper relief is made, even if the normal shift is over. You are responsible for notifying your Supervisor of any time you are to leave your workstation or if you are to leave the plant premises.

(Supercades previous copies). Revised October, 2004

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#### SICK LEAVE



Employees will be required to provide an excuse from a licensed practicing physician for absence due to illness/injury lasting two (2) working days or longer. Employee will be required to have a physician's release for absence due to illness/injury lasting three (3)

working days or longer before they will be allowed to return to work. Any release with restrictions or limitations must be coordinated with the Safety Department before the employee returns to work.

Abuse or excessive use of sick leave will not be tolerated and may be cause for disciplinary action up to and including rermination. The Company reserves the right to require employees to submit to a physical exam or testing to ensure that employees are fit for dury.

### EMPLOYEE HANDBOOK

### FAMILY LEAVE

In accordance with the Family and Medical Leave Act, (FMLA), employees with one year of service are generally eligible to take up to twelve weeks of unpaid leave in a rolling twelve month period to care for a newborn, adopted, or foster child, or to care for a child,



spouse, or parent with a serious health condition, or for their own serious health condition. Requests for Family Leave must be made at least 30 days in advance when possible. Employees wishing to take Family Leave are required to contact Personnel directly to coordinate the leave and to discuss restrictions and eligibility requirements.

(Supercedes previous copies). Revised October, 2004

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26 CONTENTS SUBJECT TO DISCL



Occasions may arise when you will be re-

quired to work overtime with or without notice; working overtime is a part of your job responsibilities. The Company will try to give you as much advance notice as possible depending upon the situation causing the overtime. Generally, employees should not work more than sixteen hours at one time. All overtime should receive proper approval before it is worked.

#### ON CALL



All employees are subject to being called in to work to meet the urgent needs of the Company. Additionally, based on the operational requirements of the work area, employees may be assigned to remain on call during their normal off-duty

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### EMPLOYEE HANDBOOK

#### TIME CLOCK



In order to calculate payroll in a correct and timely manner,

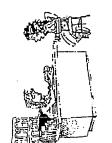
all hourly employees are re-

quired to use the time clocks located at the main gates. Employees must clock in at the beginning of work and out upon completion of work (this includes overtime hours). Failure to do so could result in corrective action, as well as a delay or loss of pay for those hours of work.

Employees should not clock in more than 15 minutes before the beginning of scheduled work. Should your badge become lost or damaged, please report it to Safety immediately so a new badge can be issued. If you are required to work before a new badge can be issued, required to work before a new badge can be issued, request a Manual Time Card from the Guard at the gate.

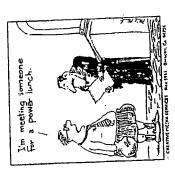
29

#### JOB BIDDING



Hourly jobs that are not filled within the Department will generally be posted at the main gates. Hourly employees who are interested in transferring to another job may bid on open positions in accordance with the

Job Bidding Guideline.



#### DRESS CODE

The Company requires

each employee to dress appropriately for the work place. Special requirements may be set for safety reasons or for other business reasons. Please contact your Supervisor for the requirements in your area.

### EMPLOYEE HANDBOOK

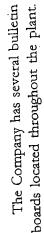


## PERSONNEL RECORDS

It is imperative that all files are maintained with up-to-date information. You are responsible for ensuring

that the correct information is provided to Personnel (this includes any changes of address, telephone number, marital status, dependents, etc.) All Company records relating to your employment are Com-

### **BULLETIN BOARDS**



These are considered Company property and therefore posting, of any kind, without written permission is prohibited. Unauthorized posting in other areas of the plant is prohibited.

Bulletin boards are reserved for official Company business. No personal notices of any kind, such as items for sale, raffles, fundraisers, meetings, etc. should be posted.



#### OPEN-DOOR POLICY

sues that concern you can and Plant Manager offices maintain an open-door policy. Most is-The Personnel, Safety, and

ment; your immediate Supervisor can handle many issues. a differen: Department, you are welcome to mee: with a If an issue arises which is more appropriately handled by office. We encourage you to arrange an appointment in your concerns without the distraction of prior commitadvance when possible so that we may better address should be addressec within your Section and Departmember of Personnel, Safety, or the Plant Manager's



#### SOLICITATION/ DISTRIBUTION

Solicitation and distribution by non-employees on Company property is pro-

Solicitation by employees during working time is prohibhibited at all times. Beulah Road is Company property. itec. Solicitation is prohibited if either the solicitor or

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### EMPLOYEE HANDBOOK

person being solicited is on working time. Working time during working time, as defined above. Distribution by assigned job duties and does not include free time, such includes those periods when an employee is performing as break periods, meal times or before and after shift. Distribution of literature by employees is prohibited employees is also prohibited in

### SMOKING POLICY

working areas at all times.

There are designated smoking

smoking areas. Employees are not to bring any matches equipped with flameless lighters. All other areas are nonareas throughout the plant that are or lighters onto the plant site.

Company policy and will subject employees to disciplinary Failure to abide by the no-smoking signs or smoking outside of a designated area, is unsafe and is against action up to, and including, termination.

### **SUBSTANCE ABUSE**

It is expected that all employees reporting to work will be physically and mentally fit for duty. The welfare of our employees and the success of the Company are dependent upon it. Reporting to work under the influence of, cr in the possession of, any unauthorized/illegal drugs and/or alcohol, is strictly prohibited. The sale of any unauthorized/illegal drugs and/or alcohol on Company property, or while conducting Company business, is also strictly exchibited. Employees taking prescription or strictly exchibited. Employees taking prescription or ability to perform their duties should receive approval from Safety prior to reporting for work.

### EMPLOYEE HANDBOOK

Additionally, the Company reserves the right to establish policies/procedures to ensure effective enforcement including random testing and testing for cause. Further, the Company reserves the right to require employees to submit to a physical exam or testing, as explained in the drug and alcohol policy. An employee's failure to follow any guidelines set now, or in the future, will make them subject to disciplinary action.

The Company does provide benefits for employees with substance abuse problems who have been employed over one year and voluntarily seek rehabilitation as explained in the drug and alcohol policy. Questions concerning these benefits should be directed to Personnel. Employees wishing to utilize these benefits should contact Personnel directly to obtain additional information.

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#### REGULATIONS RULES AND

- 1. Ignoring or disregarding safety regulations or safe operating procedures is prohibited.
  - Protective Equipment (PPE) Employees are required to wear all assigned Personal ci
- gardless of how minor, to their immediate Supervisor Employees are to report any accident, incident, reand/or the Safety Department before leaving the plant site.
  - Employees are required to report any unsafe action and/or condition to their Supervisor iramediately. 4<del>.</del>
- Employees are required to keep their work areas clean and free from safety hazards.
  - vehicles, lunch boxes, packages, e.c., when either Employees are required to submit to searches of entering or leaving the premises. ś
- The Company reserves the right to search all areas of the plant including persons, lockers and desks.
  - Intimidation or coercion of other employees is pro-Violence, attempted violence, fighting, threats or threatening behavior are prohibited αĊ

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10. The possession of firearms, explosives and/or other weapons on Company property/premises is prohibhibited.

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### EMPLOYEE HANDBOOK

- .Concealed weapons are prohibited even if an individual has a license to carry a concealed weapon.
- or while performing Company business, is prohibited. [2.The unauthorized possession and/or use of alcohol/ the influence, while on Company property/premises intoxicants or illegal drugs/narcotics, or being under
  - 13. Failure to successfully pass a drug test is grounds for termination.
    - 14. Smoking in non-smoking areas is prohibited.
- 15.Employees are prohibited from bringing matches or lighters onto the plant site.
  - property, which constitutes a felony or offense of 16. The commission of any act, on or off Company moral turpitude is prohibited.
- 17. Unlawful discrirningtion or harassment is prohibited.
  - 18. Stealing or willfully damaging property belonging to other employees or the Company is prohibited.
- 19. Falsification of employee records, work records, or any other Company records is prohibited.
  - 20. Employees are required to give their full cooperation during investigations into matters that affect the
- 21. Making false statements may subject employees Company.

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- 23. Employees are expected to be at their assigned work 22. Sleeping or dozing while on duty is prohibited. disciplinary action.
  - area at the time that their work is scheduled to start, including assigned overtime.

# NAN YA PLASTICS CORP., AMERICA, SCUTH CAROLINA

- 24. All employees are obligated to fulfill overtime assignments and are subject to the same rules and regulations as those applied during regular work hours.
- 25. Employees are to give proper notification, to their Supervisor directly, when unable to report to work in timely manner for any reason.
  - S. Excessive, unapproved, or unexcused absences or rardiness will not be tolerated.
- tardiness will not be tolerated.
  27 Improper use or abuse of any leave policy is prohibited.
- 28. Failure to return from a leave of absence, or being away from work for 3 consecutive working days without notification, will be considered voluntary resigna-
- 29. Unexcused absence for 3 consecutive working days is grounds for termination.
- 30. An employee who misses two consecutive days of absence or three days of total absence during a probation period may be subject to termination.
  - 31. Probationary employees may be subject to added scrutiny and summary discipline. The sucessful completion of a probation period does not change the at-will employment status of any person.
    - 32. Leaving the plant premises during working hours without permission is prohibited.
      33. Employees are not allowed to leave their assigned
- work areas without permission.
  34. Shift employees are not allowed to leave their work area until proper relief is made.

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### EMPLOYEE HANDBOOK

- 35.Loafing or unauthorized visiting to other areas is prohibited.
- 36.Loitering on plant property/premises is prohibited.
- 37. Employees must comply with all work instructions given by the Supervisor or other management person-
- 38. Insubordination and confrontational conduct are
- prohibited.
  39.Inflammatory statements or writing of slogans is prohibited.
- 40. Defacing Company property, including writing of any kind, is prohibited.
- 41. Tampering with equipment or production processes 1s prohibited.
  - 42. Defective work, negligence, or carelessness in the performance of work is prohibited.
- 43. The use of profanity, abusive language, or obscene gestures is prohibited.
- gestures is promoted.

  44. Gambling, placing or soliciting bets, or horseplay, on Company property is prohibited.
- 45. Playing cards or other games while on duty is prohibited.
- 46. Doing personal work, reading newspapers, magazines, or books not related to the job while on duty is prohibited.
- 47. Bringing unauthorized reading material or electronic devices onto the plant site is prohibited; this includes, but is not limited to, pagers, cell phones, PDA's, computers, recording devices, etc.

# NAN YA FLASTICS CORP., AMERICA, SOUTH CAROLINA

- 48. Making a recording of another employee without consent is prohibited.
- 49. Unauthorized use or misuse of electronic media or communication equipment (excessive phone use, Internet pornography, etc.) is prohibited.
- 50. The Company reserves the right to monitor all electronic media and communication, therefore no employee should expect any right to privacy when using Company electronic media including phones and computers etc.
- 51. Immoral or lewd conduct while on plant property is prohibited.
- 52. Clothing or attire that is indecent, or that contains messages or portrays images that are obscene, offensive, or disrespectful is prohibited.
  - 53. Admission of any person into the plant without proper authorization is prohibited.
- 54. Photographing on plant property without prior approval of the Piant Manager is prohibited. (Unauthorized cameras of any kind are prohibited).
  - 55. Employees are directed to obtain approval before accepting either full-time or part-time employment with any other organization.
- 56. No one shall conduct any business in the name of the Company unless they are authorized to do so.
- 57. All employees of the Company shall be prohibited from having any financial or personally related interest in firms or service organizations with which the Company has commercial or contractual relations.

### EMPLOYEE HANDBOOK

- 58. No one in the employ of the Company is permitted to have a conflict of interest between their personal objectives and those of the Company.
- 59. Conducting personal business or performing personal work on Company time is prohibited.
  - 60. Violation of the Company's no solicitation/distribution policy is prohibited.
- 61. Employees are not allowed to remove drawings, prints, or other written records from Company premises without proper authorization.
  - 62. Employees are not allowed to take or remove tools, supplies, or any other equipment belonging to the Company or other employees without prior approval.
- 63. Employees are prohibited from releasing any confidential information concerning Company production processes, business affairs or other relative information during their employment or after the end of their employment.
  - 64. Repetition or accumulation of infractions, or other irregularities will not be tolerated.

# THESE GUIDELINES ARE NOT ALL INCLUSIVE AND UNDER CERTAIN CIRCUMSTANCES, CORRECTIVE ACTION MAY BE TAKEN FOR ACTS NOT LISTED.

NPCA, SC

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1	SIGNATURE OF DEPONENT
2	
3	I, the undersigned, ERIC STEVENSON, have
4	read the foregoing deposition consisting of
5	26 pages which was reported by Gina M. Smith,
6	Notary Public in and for the State of South
7	Carolina on April 16, 2009.
8	I find the transcript of this deposition
9	to be a true and accurate transcript according to
10	my testimony on that date with the exception of the
11	corrections as listed on the attached correction
12	sheet, which was filled in by me.
13	
14	
15	
16	5/12/09
17	ERIC STEVENSON
18	20
19	Nay 12, 2009
20	
21	
22	
23	
24	
25	